



# Hotline



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October - December 2001

*The MCI Hotline is published quarterly by MCI providing you with up-to-date information. Feedback from the Hotline identified the need to expand our distribution list. Although distribution of the Hotline goes to each RUC, many Marines do not receive important MCI updates contained in these newsletters. In an effort to bridge this information gap, the Hotline will now be included in the packing list of every MCI course and included on MCI's web page.*

## Deputy Director's Corner

The sudden terrorist attacks on September 11<sup>th</sup> have reinforced the concept that Marines must always be individually prepared, always alert, and always ready to be deployed at a moment's notice. MCI courses can reinforce your training readiness and support your training and educational needs anywhere at anytime.

The information contained in our *Terrorism Awareness* course can help you understand a terrorist's motives, how the terrorist selects his targets, and how you can remain aware of your surroundings and avoid highlighting yourself. This course is available in a variety of instructional media to best support your individual training needs. The paper-based version (0210B) is one of our most popular courses. The same material is offered in a CD-ROM version (0214A) that uses integrated audio and video to enhance the learning experience. We have fielded multiple copies of this version in various Commander's Libraries, which are worldwide or you could enroll in the course and we will send a copy of the CD to you. This same course is also offered in a LAN-delivered version (0215A) to those bases or stations that have been fielded a learning resource center (LRC) by the Quantico-based Distance Learning Center. Whichever version you decide to enroll in (paper-based, CD-ROM, or LAN-delivered), the course material will help you better understand the current world situation to prepare for the future.

Other courses that might be particularly helpful during this period of time are—0201 *Intelligence Brief: Southwest Asia*; 5714A *NBC Reconnaissance and Contamination Avoidance*; and 0354B *Desert Operations*. These courses can help you prepare and contribute to your unit's overall training readiness.

MCI is prepared to support you in a deployed environment. You can enroll in courses by a variety of methods—Internet, unit diary, R-1 card, or naval message—and you can track your course record via the internet or by telephone. Commanders can track the enrollment and progress of their Marines via the Unit Verification Report. MCI has been supporting Marines in a deployed environment since 1920 when Marines embarked aboard the USS Henderson in support of contingency operations off of the coast of Cuba. MCI stands ready to support your training and educational needs wherever you may be deployed or stationed.

To those of you deployed on the pointy end of the spear, your fellow Marines here at MCI wish you good luck and Godspeed.

Semper Fidelis,

Glenn E. Gearhard  
LtCol USMC

## MCI Graduate of the Year for FY01

In August, MCI published MARADMIN 404/01 to announce the beginning of the FY01 MCI Graduate of the Year Program. The program is designed to recognize a Marine whose record of self-study and education—through MCI course work—best exemplifies excellence in the lifelong study of the profession of arms. The Graduate of the Year will be submitted to the Distance Education and Training Council (DETC) as the Marine Corps' representative in the DETC Outstanding Graduate Program. MCI has been granted accreditation by DETC, a nationally recognized accrediting agency for distance education.

### Criteria for Nomination:

- All enlisted Marines, active and reserve, are eligible.
- Each Marine must be nominated in writing by the commanding officer.
- MCI courses and programs must be completed during FY01 (1 Oct 00 through 30 Sep 01).
- While the number of courses completed is a factor, the focus is on how the Marine used the knowledge gained from the courses to benefit self, unit, the Corps, and the local community.
- Other self-study and off-duty education will be considered.
- Awards, special recognition, and other accomplishments that were assisted by this MCI study are also relevant.

### Instructions for Commanding Officers:

- Nominations must document the criteria listed in paragraph 2, with special attention to how the Marine used knowledge gained from the courses.
- Nominations must include a standard 5 x 8, black and white photo of the Marine and a statement by the Marine that explains his or her reasons for taking the courses and how the knowledge has benefited the Marine.
- Nominations must be received at MCI by 26 Oct 01. Mail all nominations to: Marine Corps Institute, Attn Major Heritage, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680.
- The point of contact is Major Heritage, Operations-MCI, DSN 325-7620 or Comm (202) 685-7620.

## How to Contact MCI

Web site	<a href="http://www.mci.usmc.mil">www.mci.usmc.mil</a>
E-mail	<a href="mailto:ombmcissd@mbw.usmc.mil">ombmcissd@mbw.usmc.mil</a>
Phone	1-800-MCI-USMC/DSN 325-7438
Postal Mail	912 Charles Poor Street SE Washington Navy Yard, DC 20391-5680
Visit Us	Building 220, Lejeune Hall, Washington Navy Yard

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## MCI Command Visit to the Western Pacific

Annually, MCI visits the major bases and stations around the Corps. These visits allow MCI the chance to meet with Marine leaders and to conduct a workshop with the officers and NCOs who administer the unit MCI program. Discussion includes new training and education opportunities, local LRCs, the latest MCI improvements and initiatives, the revised IG checklist, and proper management of the MCI program. There have been significant changes to MCI in the last couple of years, and we want to make ourselves available to the Marines we serve and to share insight into those changes.

The intent is to visit the Western Pacific commands during the month of December 2001. The briefing team will include key members from MCI's student services, command sections, and members from the distance learning center. The command visit brief will consist of two 1-hour presentations: The first 1-hour presentation will be a leader's brief focused at officers and SNCOs. The second 1-hour presentation will be a mobile training workshop oriented toward training officers, training NCOs, and MCI program administrators. MCI's briefing sequence is as follows:

3 December	Camp Schwab	AM
	Camp Hansen	PM
4 December	Camp Courtney	AM
	Camp Foster	PM
5 December	Camp Futenma	AM
	Camp Kinser	PM
7 December	MCAS Iwakuni	
11 December	MCB Hawaii	
	Camp Smith	

Questions or concerns regarding this visit should be directed to Captain Berger, AOpsO MCI at DSN: 325-7530 or e-mail: [bergersc@mbw.usmc.mil](mailto:bergersc@mbw.usmc.mil)

## Marine in the Spotlight

Lance Corporal Fred Baah has been selected as Marine in the Spotlight for this issue. He was born and raised in Accra, Ghana. Shortly after coming to the United States, he enlisted in the Marine Corps. After attending recruit training at Parris Island, South Carolina, Lance Corporal Baah attended the Warehouse Clerks course at Camp Johnson, North Carolina. His first duty assignment was at the Material Readiness Battalion, III Marine Expeditionary Force (MEF) in Okinawa, Japan as a warehouseman. The battalion supports the supply and motor transport needs of III MEF. While stationed in Okinawa, Lance Corporal Baah supported exercises Ulchi Focus Lens and Valiant Blitz, as well as the Route Control Program for the United Nations. He also volunteered at the Okinawa Orphanage. On 29 May 2001, Lance Corporal Baah joined the MCI Company and was assigned to the Exam Room—working with the night crew. He reports to work at midnight to prepare 2,500 to 3,000 exams that were ordered that day for shipment the next morning. Lance Corporal Baah was selected as MCI Company Marine of the Quarter and on 25 September, he was selected as Marine of the Quarter for Marine Barracks, Washington, DC. Lance Corporal Baah is currently studying general education at Strayer University and would like to go to Europe for his next duty station.

## New Sergeant's Distance Education Program: 8010

The Sergeant's Distance Education Program (SDEP), 8010 is a paper-based program that provides career level professional military education for Marine sergeants. This program replaces The Sergeant's Distance Education Program, 8000 and is a prerequisite for the Resident Sergeant's Course. The courses you take in this distance learning program are designed to prepare you for the classes and to serve as reference materials when you attend the resident school.

The new SDEP consists of the following courses:

- 8011 *Basic Grammar and Composition*
- 8012 *Leadership*
- 8013 *Military Studies*
- 8014 *Introduction to Warfighting*
- 8015 *Warfighting Tactics*
- 8016 *Warfighting Techniques*
- 8017 *Weapons*

## Notices to Students

Beginning 1st quarter FY02, MCI will begin mailing out notices to students when a student

- Fails their first (primary) examination—a notice of failure and to advise them a second (alternate) exam will be sent.
- Fails their second (alternate) examination—a notice of failure, which means automatic disenrollment from the course.
- Comes within 6 months of their course or PME completion date (CCD)—a notice to remind them of the deadline date.
- Reaches their course completion date—a notice to inform them that they have been disenrolled from that course.

## Books Out the Door

During the past quarter, many of the methods used to order, store, and package your courses have changed. In an effort to modernize warehouse operations and reduce the time it takes to get your courses to you, MCI's Logistics Section has completely reorganized its warehouse and streamlined several of its processes.

To improve the efficiency of the production team, we have switched to a production schedule that allows the Marines in the warehouse to know and plan what will be produced on a specific day up to a month in advance. In conjunction with a new automated inventory management program recently implemented by MCI, the new production schedule has reduced the daily production workload and increased our ability to immediately fill your course orders.

We are now storing MCI courses in a new computer-controlled carousel system that stores 25,000 pre-packed courses and automates all of the inventory functions required to accurately manage the courses it holds. Now, instead of building a course each time it is ordered, the Marines can pick the pre-made course from the carousel, slap your shipping label on it, and it is on its way to you in the mail—less than 24 hours from the time you ordered the course.

If you are in the Washington, DC metropolitan area and would like a tour of the MCI production facility, please feel free to call us to make arrangements.

**Visit our Home Page at <http://www.mci.usmc.mil>**